



**Seattle Police Department**  
**Evidence/Property Release Authorization Form**

**Case #**  
**Date**

Form 13.9(B), Rev 12/21

**INSTRUCTIONS:** Fill out this form and save it as a PDF.

Name: \_\_\_\_\_ Serial #: \_\_\_\_\_

Unit #: \_\_\_\_\_

\* No firearm shall be released by the Evidence Unit until such time the person authorized below to receive the property passes the mandatory background check required by law.

	Property Report #	Item #	Description
1			
2			
3			
4			
5			
6			
7			

Sworn employees are required to complete all sections below and to notify property owners that their property is being released using the Evidence/Property Release Letter [Form 13.9(A)]. The Evidence Unit does not make owner notifications.

**Release to:**

Evidence Supervisor for Disposal (auction, destruction, conversion)

Owner/Agent

Do Not Release (explanation required in comments on page 2)

**Person(s) Authorized to Receive Property:**

Name:

Address:

Phone:

Email:

**Owner Notified by:** (REQUIRED)

**Date Notified:** (REQUIRED)

Hand Served Notice

US Mail

**Firearms Release (REQUIRED for all firearms)**

Sheena Henderson Act Notification Required?

**Notification Date:**

**Notification Time:**

Comments: